FY 08 ESG and SSG Quarterly Report Instructions

Quarterly reports are due by the 10th of the month following the end of the quarter: October 10, January 10, and April 10.

- **ELECTRONICALLY** submit this report via E-Mail to: HSNH@dhcd.virginia.gov
- The report is NOT a "Year to Date" report. Report only on clients served in the QUARTER for which you are reporting.
- Enter data that accurately reflects client information.
- All clients sheltered on July 1st are considered as "new clients".
- All clients already sheltered on October 1, January 1 and April 1st are not considered as "new clients".
- Reporting schedule:

1st Report	July 1, 2007 – September 30, 2007
2nd Report	October 1, 2007 – December 30, 2007
3rd Report	January 1, 2008 – March 30, 2008
4th Report	April 1, 2008 – June 30, 2008

- **TANF Eligible Families** - consists of a child living with a custodial parent or other adult caretaker relative with income not to exceed 200% of the federal poverty level. (As published by the United States Department of Health and Human Services.) The most current poverty guidelines are available at www.hhs.gov. Enter "poverty guidelines" in the Search box.

TOTALS ARE CALCULATED AUTOMATICALLY

- Begin by entering the Agency name (complete legal name), not an acronym, or and aka name. Agencies with multiple locations, such as Salvation Army, must also indicate their location (ex. Salvation Army – Richmond).
- Select the Program Type (emergency shelter, day shelter, winter shelter, domestic violence emergency shelter or transitional housing) from the drop down list.
- If an agency has more than one type of program, i.e., an emergency shelter and a transitional housing program, **a separate report must be submitted for each type of program.**
- Enter the SSG and ESG number if applicable.
- Select from the pull-down menu the applicable grant (SSG, ESG, SSG/ESG)
- Enter the name and telephone number of the person we can contact if we have any questions about the report. .

1. Enter the total number of new households for this QUARTER as TANF-eligible or All Other Households. *Include only those households entering for the first time during the current quarter. For the first quarterly report of the grant year, all households in residence July 1, 2007 are considered new.*

2. Enter the appropriate number for each sub-category under family composition. Each entry will be either TANF-Eligible or All Other Households.

3. Enter the Race for each Head of Household. If the client does not self identify to one of these categories, use your best judgment.

4. Enter the number of Hispanic Head of Households according to TANF eligibility under "Yes". All others would be "NO." This is not a race category, but one of ethnicity. These individuals are also counted in the total for question #3.

5. Enter number of New Persons by Male and Female according to the household's TANF-eligibility.

6. Enter number of New Persons by Age category according to the household's TANF-eligibility.

7. Enter number of New Persons who are Veterans according to TANF-eligibility.

8. Enter the Reason for Homelessness for each NEW household.

9. Enter number of Chronic Homeless as defined on the reporting form.
   Chronic homeless are defined as "An unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the last three (3) years."

10. Enter Source of Referrals for all New Households. Each entry will be either TANF-Eligible or All Other Households.

11. Enter the Sources of Income for all New Households. Be sure to check all sources that apply.

12. Enter the total number of bed nights provided during the reporting period for Adult and Children.

13. Enter the Number of Persons Turned Away under the appropriate reason. This is important! Please be sure to have a way to capture this information.

14. Enter the New Sources of Income at Discharge under the appropriate category. Enter any new income sources for the household received since entering the shelter.

15. Enter the Housing Placement at Exit by selecting the appropriate placement type in the subcategory Temporary or Permanent and according to the Household's TANF eligibility. If placement at discharge was permanent and with family, please identify Permanent with the type of housing category. Use Family/Friends

category under Temporary, when the household knows in advance the placement is temporary and has a finite time in which to relocate again.

An error message appears in red when totals do not balance. The message will identify which questions are out of balance. After all questions are completed and there are no error messages, the report is ready to be submitted.

After completing the quarterly report, use "save as (agency name) SSG 1st Quarter Report" to your computer.

Completed report should be e-mailed to HSNH@dhcd.virginia.gov with the name of your agency in the subject line and the report type: "ABC Shelter – Richmond - SSG 1st Quarter Report."